

Technical and General Services (TGS) File Naming Convention

Save all documents into one (1) PDF file under the appropriate naming convention.

The following file naming convention is to be used for attachments submitted for review:

- Four (4) digit Agency Number/Business Area
- Contract number
- Document identifier
 - OR - Original contract (this is the letter O, not a zero)
 - A1, A2, A3, etc. in consecutive order for Amendments/Extensions
- An underscore _ must be used to separate these numbers / identifiers

Example:

- 0610_4600012345_OR
- 0610_4600012345_A1
- 0610_4600012345_A2
- 0610_4600012345_A3
- and so forth

In this example, 0610 is the Department of Finance & Administration, the contract number is 4600012345, the OR is the original contract, the A1-A3 are amendments.